

## U.S. Consulate General Hermosillo American Citizen Services Office

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### AMERICAN CITIZENSHIP DETERMINATION UNITED STATES PASSPORT (BOOK AND/OR CARD)

#### General requirements

*In certain cases, documents in addition to those listed herein may be required.*

- **Form DS-11** download from: <http://www.state.gov/documents/organization/79955.pdf>  
(BRING COMPLETED FORM – DO NOT SIGN)
- **Original or Certified Copy of the Mexican Birth Certificate**, a provisional copy cannot be accepted
- **Two identical photographs** 2" X 2", front view, in color, light background; (of the applicant)
- **Proof of Identity:** Driver's license, State ID card, School ID, Mexican Voting Card, Passport
- **Applicant's proof of identity through the years** Applicant must provide school certificates such as kindergarten, primary, secondary, high school, etc.
- **Applicant's marriage certificate** certified by the issuing authority
- **Social Security Number:** By federal law, applicants must provide a Social Security number if they have one;
- **Proof of Parent's Citizenship:** Please show one of the following documents for one or both parents: US Passport (valid or expired); original U.S. birth certificate long form (abstracts are not accepted); original Certificate of Naturalization/Citizenship or Consular Report of Birth Abroad
- **Proof of Parents Relationship:** If parents were married, please provide an original or certified copy of the marriage certificate and divorce decree (if applicable). If parents were not married at the time of conception, please provide proof of the existence of the relationship at that time (personal letters and cards, dated photographs, telephone bills).
- **Proof of Both Parents' Identity:** Driver's license, State ID card, School ID, Mexican Voting Card, Passport.
- **Proof of Physical Presence in the United States** . If only one parent is a US citizen, proof of the parents' physical presence in the US must be presented: The parent must prove at least **5** years of physical presence in the US, at least **2** of which are after the age of 14. The period of physical presence need not be continuous. Presence must be proven with concrete evidence (school records, tax forms with W-2, earnings statement, pay receipts, passport stamps). Please note that if the child was born before Nov. 14, 1986, the parent must prove **10** years physical presence, at least **5** after the age of 14. You are encouraged to consult with a consular officer to discuss these requirements and the required documentary evidence.
  - Notarized letter from attending schools in the U.S. including transcripts listing periods attended.
  - Honorary discharge from U.S. Armed Forces and Form DD-214
  - Social Security Detailed Earnings Statement
  - Job letter indicating periods worked including W-2s
  - Pay stubs
  - Income Tax Returns

#### Fees

Passport book: \$135 dollars

Passport card: \$55 dollars

**Book and card at the same time: \$165 dollars**

Methods of payment: All fees are payable in cash (U.S. dollars or Mexican pesos) or with most credit cards.

#### Appointments:

- Apply for an appointment at: <https://evisaforms.state.gov/acs/default.asp?postcode=HER&appcode=1>
- or: <https://hermosillo.usconsulate.gov> at American Citizen Services